

First Time Login on Workday HTML Accessible Version

The Login Page

Use Internet Explorer as Chrome does not support all screen readers with Workday.

Access the HTML Accessible Workday Login Link: <https://wd5.myworkday.com/stateofmaryland/login.html>

The Login page will display:

Welcome to the SPS!

Your user name is your new SPS Employee ID.

If you do not know it, please go to the Payroll Online Service Center

<http://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/start.aspx>

If you forgot your password, please click the “forgot password?” link to reset your password.

Need Help? Visit SPS Website <http://dbm.maryland.gov/sps>

{Text Input} Username (required)

{Text Input} Password (required)

{Button} [Go]

{Link} Forgot password?

{Link} Change password

For your security, we recommend closing your browser after each session.

The Statewide Personnel System (SPS) is a secure, confidential system, which includes all computers connected to the system, as well as any devices and storage media that access it. The use of the SPS is limited to legitimate business purposes. Users of the system are prohibited from unauthorized use or sharing of information contained in the system. By using the SPS, you are expressly consenting to..

First Time Login:

Enter your temporary User name and password. For example, enter user name: W1234567 and password: STart123&*

Enter “W1234567” for {Text Input} Username

Enter “STart123&*” for {Text Input} Username

Select {Button} [Go] this will display:

Change Password

User Name (required): W1234567

{Text Input} Old Password (required):

{Text Input} New Password (required):

{Text Input} Verify New Password (required):

{Button} [Submit]

Enter “STart123&*” for {Text Input} Old Password

Enter “Finish456#\$” for {Text Input} New Password

Enter “Finish456#\$*” for {Text Input} Verify New Password

Select {Button} [Submit], this will display:

Select Challenge Questions and Answers

User Name: W1039989

{Drop=Down} Question 1 (required):

{Text Input} Answer 1 (required):

{Drop=Down} Question 2 (required):

{Text Input} Answer 2 (required):

{Drop=Down} Question 3 (required):

{Text Input} Answer 3 (required):

(The drop-down list selections for each question are: What is the name of your High School? How many siblings do you have? What is your favorite city to visit? What is your favorite food? What is your favorite color? What is the name of your paternal grandfather? What is the name of your paternal grandmother? What is your mother's maiden name? What is your father's middle name? What is your maternal grandmother's first name? What is your maternal grandfather's first name?)

{Button} [Submit]

{Link} back to Sign in

Select {Drop=Down} Question 1 What is the name of your High School

Enter "Claymore" for {Text Input} Answer 1

Select {Drop=Down} Question 1 What is your favorite city to visit

Enter "Baltimore" for {Text Input} Answer 1

Select {Drop=Down} Question 1 What is your favorite food

Enter "Pizza" for {Text Input} Answer 1

Select {Button} [Submit], this will display:

Set Challenge Questions Succeeded

{Link} Workday Home

Select {Link} Workday Home, this will display:

Quick Tips

- Inbox - Access all of your action items and notifications here.
- All About Me - Everything about you, as a worker, is here.
- Search - You can search for people, tasks, reports and more.
- Your Name - Visit your profile.
- Related Actions - This shortcut to related info and tasks appears next to many things.

{Button} [Let's Get Started]

Select {Button} [Let's Get Started], this will display:

Mark Getting Started Guides Seen

The task was completed successfully.

{Button} [Done]



Select {Button} [Done], this will display:

{Image Link} Workday Home
{Text Input} Search {Button} [Search]
{Link} Search History
{Icon Link} Inbox
{Link} Home
{Link} All About Me
{Link} Favorites
{Link} Inbox
{Link} W:Drive

Jane S. Smith (W1234567) {Link} Related Actions for John Kenney (W1234567) {Link} Preview for Jane S. Smith (W1234567)
{Link} Change Password
{Link} Change Preferences
{Link} Manage Password Challenge Questions
{Link} Sign Out

Home
{Link} Getting Started
{Link} New Announcements
{Link} Personal Information
{Link} Inbox
{Link} My Account
{Link} The Hub
{Link} Directory
{Link} Favorites

{Link} Configure this page

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